

**ACTIONS TAKEN**  
**Regular Session**  
**THE DESIGN REVIEW BOARD**  
**TOWN OF CAMP VERDE COUNCIL CHAMBERS**  
**TUESDAY DECEMBER 11, 2007**  
**3:00 PM**

4. **Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. **Approval of Minutes:**

September 11, 2007 – Regular Session

b. **Set Next Meeting, Date and Time:**

January 8, 2008 – Regular Session

On a motion by Burnside, seconded by Hough, the Consent Agenda was unanimously approved as presented.

5. **Call to the Public for Items not on the Agenda**

Deputy Town Clerk Virginia Jones reminded the members about the Holiday Party scheduled for Saturday, December 15<sup>th</sup> at 6:00 p.m., and urged everyone to attend and to let the Clerk's Office know who is planning to be there.

There was no further public input.

6. **Presentation on Open Meeting Law by the Town Clerks Office.**

Deputy Town Clerk Virginia Jones introduced herself, and explained that the subject presentation is made once a year when new Commissioners are seated in order to train them in the requirements of the Open Meeting Law. Jones encouraged the members to ask questions at any time during the presentation.

Jones proceeded with a Power Point presentation on the Open Meeting Law, beginning with an outline of the purpose and requirements, and including a review of meeting procedures, contents of and adherence to agendas, public participation, and penalties for violations. Jones also suggested examples of violations and ways to avoid such violations. The members briefly participated, requesting clarification of some of the issues, such as several members attending social events together. In closing Jones stressed that the Clerk's Office is available for any questions or concerns that the members may have during their terms as Commissioners.

**Note: Prior to hearing the following Items 7 and 8, Vice Chairperson McDonald recused himself at 3:16 p.m. because of conflict of interest.**

7. **Presentation, and Discussion, and possible Approval for DRB 2007-13: An application submitted by Nate Lechtenberg of Stout Building Contractors, LLC agent for Buffalo Partners, with the permission of Cynthia Rae Faulkner, owner for the development of a Dollar General Store on the east portion of parcel 403-23-103W measuring approximately 158' X 256.57' and containing 42,599 sq ft +/- located near the corner of Finnie Flat Road and Simonton Ranch Road, zoned C2.**

On a motion by Burnside, seconded by Darby, the Board voted unanimously to grant conditional approval of DRB 2007-13, based upon the recorded conditions,

set forth as follows, primarily verbatim:

- Continue the stucco façade as it appears on the front elevations down the two sides of the building;
- Make sure that all Scott Simonton's requests are met; also that Scott Simonton will allow developer not to stucco the back of the building (*Note: this is only a request to confirm that understanding between Simonton and the developer*);
- Full set of engineering drawings showing all the details, including detention and offsite improvements to be associated with the project, and that the civil engineering drawings will meet Town Engineer Ron Long's requirements;
- Parking stalls will conform to Town standards 20-foot length where they abut a sidewalk, and no overhanging bumpers;
- Walk on west side of building will be 6 feet, not 4;
- Dumpster have adequate access, placed at an angle or moved for truck to have straight access;
- Street light location to be shown;
- Lighting for whole project to be changed to reflect Western theme, with an example to be shown;
- Addition of two canopies on west side of building;
- Light at rear of building will be no higher than just above the set of double doors;
- Columns will be shown on the footprint of the building;
- Mechanical equipment will be on the ground and shielded;
- Dollar General will come in for their own sign permit to get approval;
- Vault-and-haul location will be shown on civil plans;
- Landscape out front will be mounded a minimum of two feet to shield lighting from adjacent properties;
- Pole lights will have at least a 36-inch concrete base;
- Façade will be shown correctly on the elevations;
- ADEQ vault-and-haul approved application;
- Architectural renderings revised to show the correct color scheme and elevations;
- Drawings should all coincide as far as building footprints;

8. **Presentation, and Discussion of a conceptual plan for DRB 2007-12: Latigo Professional Plaza for the construction of commercial buildings and site improvements, by Cameron Brees agent for Timothy & Kristine Delaney, owners of parcel 404-02-106A. This property is located at the corner of Howard's Road and Parrish Lane, and is zoned C3 and contains 2.51 acres.** There was no action taken.

**Note: Vice Chairperson McDonald returned at 5:12 p.m. and participated in the remainder of the meeting.**

9. **Board Informational Reports:**

Binick advised the Board that he had presented the Quarterly Report to the Council, and Council has requested a Work Session with the Design Review Board to go over specific issues; that will be scheduled in the future. (*Buckel commented that the next Report is due.*)

Burnside said he was looking forward to some of the discussions from the last

meeting when they are scheduled; he said that Buckel has made a note of them. *(Buckel added that the time limits on approvals could be addressed as a separate agenda item.)*

Darby explained that his upcoming schedule teaching at the high school will conflict with the DRB meetings such that he will be unable to attend, and requested some discussion on possibly revising the DRB schedule. *(An agenda item was requested for discussion of a change in the meeting time.)*

There will also be an agenda item scheduled for election of a Chairman and Vice Chairman.

**10. Staff Report**

Buckel said that Sr. Planner Jenkins had attended the Boards & Commissions meeting in Phoenix. *(The members said they had not been made aware of that conference and therefore had not attended.)*

**11. Adjournment**

On a motion by Brinkman, seconded by Holguin, the meeting was adjourned at 5:21 p.m.